

**2010 CENSUS  
U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
INTERNAL-Recruiting Bulletin**

**OPENING DATE:** November 9, 2009

**RECRUITING BULLETIN NO:**  
**23-09-D10-368**

**CLOSING DATE:** November 23, 2009

**LOCATION OF LCO:**  
3500 East College Avenue Suite 1120  
State College, PA 16801

**LOCAL CENSUS OFFICE (LCO):**  
**State College**

**POSITION TITLE:**  
Assistant Manager for Administration (AMA)

**PAY RATE:** \$16.00 per hour

**NUMBER OF VACANCIES:** One (1)

**EXCEPTED SERVICE APPOINTMENT:** Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.

**AREA OF CONSIDERATION:** INTERNAL – ALL CURRENT LCO employees that reside in the following counties in **Pennsylvania:** Cameron, Centre, Clearfield, Clinton, Elk, Jefferson, McKean and Potter.

**WORK SCHEDULE:** This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

**DUTY LOCATION:** State College LCO (See address above)

**WHO MAY APPLY:** See area of consideration.above.

**DUTIES: DUTIES: Assistant Manager for Administration (AMA):** Responsible for supervising and managing the payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Office Manager and other management personnel. Maintains office facilities through an effective relationship with leasers or office building managers. Responsible for the approval of supply and material equipment

requisitions, as needed to ensure continuity of office operations. Assists in setting up and closing the ELCO/LCO, assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the LCO answering inquiries from the Office Operations Supervisor and providing guidance to LCO employees.

**QUALIFICATIONS:** To qualify for the Assistant Manager for Administration position, all applicants **MUST**

- 1) Pass a written management test; and  
Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Attachment. (See the attached EVALUATION CRITERIA STATEMENT – TIPS.)**

<http://www.census.gov/rophi/www/2010empty.html>

Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Assistant Manager for Administration. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**HOW TO APPLY:** Each applicant must submit:

**1. An Application: The following formats may be used**

- a. **Optional Application for Federal Employment (OF-612), a PDF version is available on our Regional website**  
<http://www.census.gov/rophi/www/2010empty.html> or at [www.opm.gov](http://www.opm.gov)) or
- b. **A resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, or
- c. **An Application for Federal Employment**

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number

- Country of citizenship (**this Federal job requires U.S. citizenship**).
  - Veteran's Preference – Applicants claiming 10-point veteran's preference must submit an SF-15, Application for 10-Point Veteran's Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
  - Highest Federal civilian grade held (if applicable)
  - Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
  - Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
  - Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
  - Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
  - Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (insert telephone number).
2. OF-306, Declaration of Federal Employment. (A PDF version is available on our Regional website, <http://www.census.gov/rophi/www/2010empty.html> or at [www.opm](http://www.opm))
3. Each applicant must submit the attached form with answers to the Evaluation Criteria Statement for the LCO Manager Position, (pages 5 and 6).

4. Complete attached Employment References Worksheet, (page 8).
5. Take a test for the position.

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin.

**Applications received after this date will not be considered.**

**Application materials must be submitted, by mail, (No Faxes), to the address below:**

**SEND ALL APPLICATION INFORMATION TO:**

**Philadelphia Regional Census Center  
Attn: Recruiting LCO Management  
1234 Market Street, suite 340  
Philadelphia, PA 19107**

**Payment of relocation expenses IS NOT authorized.**

**CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE  
BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL  
AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE,  
MEMBERSHIP IN AN EMPLOYEE  
ORGANIZATION OR OTHER NON-MERIT FACTOR.**

Applicant Name: \_\_\_\_\_

LCO Name: State College LCO

To be considered, applicants must complete the form below addressing each of the following and submit with application.

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR ADMINISTRATION	
COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b>OR</b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b>must include</b> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/ supervisors. (Circle the appropriate letter.)</b></p> <ol style="list-style-type: none"> <li>a. As my primary responsibility, I have experience with <b>both</b> of the following: managing a staff of 20 or more employees that included at least <b>two</b> levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <b>and</b>, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</li> <li>b. As my primary responsibility, I have experience with <b>both</b> of the following: managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <b>and</b>, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</li> <li>c. As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead <b>or</b> I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature.</li> </ol>	<p><b>Response must support answer circled in Column A.</b></p>

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR ADMINISTRATION	
COLUMN A	COLUMN B
<p><b>d.</b> My experience is less than what is described above.</p>	
<p><b>2. Please select the answer that best describes your payroll, personnel, and property management experience. (Circle the appropriate letter.)</b></p> <p><b>a.</b> I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for <u><b>all</b></u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u><b>and</b></u> training and developing administrative staff.</p> <p><b>b.</b> I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for <u><b>some</b></u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u><b>and/or</b></u> training and developing administrative staff.</p> <p><b>c.</b> I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have <u><b>not</b></u> been personally responsible for <u><b>any</b></u> of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, <u><b>or</b></u> training and developing administrative staff.</p> <p><b>d.</b> My experience is less than what is described.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p><b>3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. Circle the response to indicate your answer.</b></p> <p><b>a.</b> I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u><b>manage</b></u> the implementation of solutions.</p> <p><b>b.</b> I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u><b>implement</b></u> effective solutions myself.</p> <p><b>c.</b> I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to <u><b>recommend</b></u> effective solutions to managers, <u><b>or</b></u> I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.</p> <p><b>d.</b> My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>

<b>EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR ADMINISTRATION</b>	
<b>COLUMN A</b>	<b>COLUMN B</b>

## EVALUATION CRITERIA STATEMENT-TIPS

- ❖ You **must** complete a separate Evaluation Criteria Statement for each position.
- ❖ In "Column A", circle the answer which best fits your experience; circle an answer for **all three** questions.
- ❖ In "Column B":
  - Write the specific name of the position (as listed on your OF-612/Resume or SF-171), for all three questions, which supports your answer; *or*
  - If your supporting experience is *not* listed on your OF-612/Resume or SF-171 write the employer's name & address, title of position, dates of employment, and a **detailed** description of the experience which supports your answer.
- ❖ Your answer to all three questions **must** be supported by: your OF-612/Resume or SF-171, **OR** by a complete description in Column B. Failure to support your answers with a detailed description of your experience, may result in a lower rating, or loss of consideration.
- ❖ When describing your experience on the OF-612/Resume or SF-171, or in Column B- include the actual (or estimated) number of employees you supervised. Also include the level of management you worked at (i.e. General Manager, First-Line Supervisor...), the number of management levels, and a detailed answer for *each part* of the question.

Each position has a different  
Evaluation Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included all of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment: recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal more than 10 employees; and c) included <u>some</u> of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals, and implementing recruiting strategies.</p> <p>c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter/supervisor/team-lead or I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b>OR</b></p> <p>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b>must include</b> the employer's name and address, the title of the position, and the dates of employment.</p> <p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>XYZ Company 1007 Mary Lane, York, PA 17404 <b>Recruiter, 5/2000-10/2005</b> As a Recruiter, I managed a staff of <b>12</b> employees; I was the <b>first-line</b> supervisor. As a Recruiter, I worked with the HR Dept. to determine the hiring need. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p> </div>

Circle the appropriate answer in Column A

Support your answer by completing Column B. Your answer must be supported by information provided in Column B, or on your OF-612/Resume.



**Employment References Worksheet**

Applicant's Name: \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_

Please complete the form below, and include with your application package. Include only those references you approve us to contact.

Professional References (include supervisors and others who know you in the work place)				
	First and Last Name	Phone #s (Include Area Code)	Email address if known	Relationship to you
1		(W) _____ (C) _____ (H) _____		
2		(W) _____ (C) _____ (H) _____		
3		(W) _____ (C) _____ (H) _____		

Personal References (do not include relatives or partners)				
	First and Last Name	Phone #s (Include Area Code)	Email address if known	Relationship to you
1		(W) _____ (C) _____ (H) _____		
2		(W) _____ (C) _____ (H) _____		
3		(W) _____ (C) _____ (H) _____		